



# Personal User Agreement

## General:

This information applies to all uses of Brookhaven's computers and network and all methods of access, whether local or remote. The U.S. Department of Energy and Brookhaven Laboratory provide staff with computers, computing systems, and their associated communication systems to support The Laboratory's official business. Official business includes all authorized work connected with the, design, construction, and operation of The Laboratory, and its authorized programs in research, development, education, and associated administrative- and support- activities.

## Responsibilities of Computer Users:

- User Accounts: All users shall accept responsibility for following Brookhaven 's guidelines for protecting accounts.
- Software Protection: All users shall be responsible for complying with copyright, licensing, trademark protection, and fair-use restrictions.
- Virus-protection: All users must use ITD's virus protection software.
- Passwords: All users must adhere to The Laboratory's Password Policy.
- Banners: All users must follow the guidelines of the DOE's warning Banner issued by the Cyber Security Office.
- All users must report suspicious activity or known security violations to the Cyber Security Incident Response Team, [security@bnl.gov](mailto:security@bnl.gov) or x 8484.

## Reasonable Use of Computers:

Brookhaven allows the staff reasonable use of computing resources (for example, hardware, software, networks, and printers) for personal purposes unrelated to their work assignments. Such limited personal use is authorized for non-work-related activities if they satisfy the following criteria:

- Do not interfere with official business needs.
- Do not interfere with job performance, nor delay or compromise Brookhaven's projects.
- Do not cause any significant costs to Brookhaven or the DOE.
- Do not compromise information security in any way.
- Do not involve illegal activities.
- Are not related to business outside The Laboratory, or to any political enterprise.
- Do not involve activities that could potentially embarrass Brookhaven or the DOE.

## Personal Use of Computer:

The following examples of the personal use of computers constitute acceptable non-work-related activities that meet the criteria specified above. Should you wish to use the computer for other purposes that you believe are compatible with the criteria, before doing so please check with the Cyber Security Office who would be pleased to advise you.



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- Ongoing education, self-training, and professional development.
- Personal correspondence and work on your own resume or those of family members.
- Work for charities and non-political local community groups.
- Good-taste Internet access.
- Various researches, such as reading newspapers and magazine articles, checking airline prices and schedules and purchasing tickets, browsing sales catalogs, comparing prices of automobiles and obtaining road maps, and checking accounts in credit unions and retirement plans.
- Work on personal finances (for example, preparing income taxes).

The following are some examples of inappropriate use of BNL resources and are strictly prohibited, This list should not be considered all-inclusive; please check with the Cyber Security Office about your proposed usage:

- Supporting or accessing sites that promote hate language, harassments, or threats.
- Supporting or accessing sites that ridicule others on the basis of race, creed, religion, sex, disability, nationality, or sexual orientation.
- Creating, downloading, viewing, storing, copying, or transmitting sexually oriented material (e.g., pornography, child pornography)
- Gambling.
- Working for commercial purposes or supporting for-profit organizations or other outside employment or businesses.
- Endorsing any product or service.
- Participating in any partisan political activity.
- Misleading someone into believing you are acting in an official capacity.
- Hosting services (such as creating or storing web sites) for purposes not related to Brookhaven's work.
- Using peer-to-peer (P2P) file sharing services, such as Napster, Gnutella, KaZaA.
- Using any software that allows your computer to be shared outside the Brookhaven firewall without first obtaining approval via the Cyber Security Management Information System.
- Using Internet auction sites, such as eBay.
- Creating and/or forwarding of chain letters and mass mailings.
- Violating license and other computer-related contract provisions - particularly those that expose The Laboratory to legal costs or damages.
- Using software, such as password-cracking tools, vulnerability scanners, and network sniffers, without the express written consent of the Chief Cyber Security Officer (CCSO).

*By signing this agreement, the undersigned acknowledges that he or she has read, understands, and agrees to comply with the above principles governing the use of Brookhaven National Laboratory computing resources.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_